



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Economic Development**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional and administrative work responsible for the implementation of the County's Economic Development Program.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, recommends, and implements operating policies, procedures, and programs designed to produce efficient and effective economic development programs for Seminole County. Organizes and administers the work effort of the Economic Development Program, including the implementation of the Economic Development Action Plan.

Responsible for written and oral presentations and reports for the Board of County Commissioners, Economic Development Commission, and other boards and committees as directed.

Conducts new business marketing and prospecting to attract new business and industry to Seminole County. Reviews existing business and industry in Seminole County, and works with business leaders to retain and expand economic Development opportunities within Seminole County.

Coordinates with the Tourism Development Commission and Economic Development Commission in establishing sister city relationships, County Trade Mission Program development and in developing joint economic development and tourism programs.

Responsible for the developing and obtaining state and federal economic development grants, statutes, special initiatives and programs to promote economic development with in Seminole County.

Prepares for effective coordination with the Economic Development Commission, Chambers of Commerce and other economic development agencies and organizations.

Writes press releases and coordinates economic development program information with appropriate news media personnel. Handles press and media relations with appropriate news media.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Manager**

Page 2

Working Area: **Economic Development**

Minimum Qualifications

Extensive knowledge of the principles and practices of economic development programs at the local, regional, state, and federal levels. Knowledge of all applicable laws, rules, and regulations governing economic development programs and applicable Sunshine Laws. Knowledge of current developments in the public relations and economic development fields.

Ability to organize and analyze economic trends and recommend program refinements to county management, and the Board of County Commissioners. Ability to assemble information for news releases, pamphlets, and brochures. Ability to perform cost/benefit analysis for incentive program applicants and for new economic development programs. Ability to communicate effectively both orally and in writing. Ability to present information, ideas and recommendations clearly. Ability to establish and maintain a good working relationship with agencies, groups and individuals associated with the planning of Economic Development Programs. Ability to develop and implement Economic Development Programs.

Bachelor's Degree in Public Administration, Planning, Business Administration, Marketing, or other related field and five (5) years' progressively responsible experience in public or private sector economic development programs.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.